



## Academic Study Exhibits in the Collections Gallery

To assist teaching staff in accessing Permanent Collection artworks and the Collections Gallery for course use, the School of Art Gallery has allocated time each Fall and Winter term for Academic Study Exhibits. This is to allow instructors to present work from the Permanent Collection and other collections in the Collections Gallery for their students.

### Academic Use Process:

- Please contact Administrative Assistant Donna Jones ([Donna.Jones@umanitoba.ca](mailto:Donna.Jones@umanitoba.ca)) to inquire about available dates for Academic Study Exhibits.
- Bookings will be confirmed on a first come, first served basis.
- Once your booking has been confirmed, please submit this form to Donna Jones.
- 2-3 weeks prior to your reserved period, gallery staff will request a list of works to be pulled from the Permanent Collection and will request information on how you would like the work installed.
- If works that are not part of the Permanent Collection will be displayed, loan agreements will be distributed to the teaching staff member and must be signed by the lender(s) before the works are received by the Gallery.

*Please note that Academic Study Exhibits not exhibitions. Please direct Main Gallery and Collections Gallery exhibition proposals to Director/Curator Blair Fornwald at [Blair.Fornwald@umanitoba.ca](mailto:Blair.Fornwald@umanitoba.ca) at least two years in advance of desired exhibition opening date.*

### Contact Information

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

### Basic Information

Course title: \_\_\_\_\_

Course number: \_\_\_\_\_

Course hours (day of the week and time): \_\_\_\_\_

Dates: \_\_\_\_\_

**Work to be displayed**

Please check all that apply:

- From the Permanent Collection
- From the Instructor's personal collection
- Works on loan from \_\_\_\_\_
- Other: \_\_\_\_\_

**Installation overview**

The School of Art Gallery can provide:

- A consultation with Registrar/Preparator at least two weeks in advance of install date.
- Works from permanent collection pulled by Registrar/Preparator
- Installation by Registrar/Preparator. Please note that academic use exhibits will be limited to installation on picture rails and in display cabinet
- Projection, if required  Yes  No
- Deinstallation by Registrar/Preparator

**Public Presentation**

- Academic Study Exhibits may be open or closed to students and other visitors. Do you want the Gallery to be open or closed to visitors?  
 Open  Closed

**Notes:**